

October 06								
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
October 1	2	3	4	5	6	7		
			★ B – Pay Day ■ A – Lockdown 2:00pm	■ A – Payroll clears edits	■ A - Reports ready by 10			
			Cycle A – Time and Attendance		Cycle B - Maintenance			
8	9	10	11	12	13	14		
	HOLIDAY		★ A – Pay Day	■ B – Lockdown 2:00pm	■ B – Payroll clears edits			
			Cycle B – Time and Attendance		Cycle A - Maintenance			
15	16	17	18	19	20	21		
	■ B – Reports ready by 10		★ B – Pay Day	■ A – Lockdown 2:00pm	■ A – Payroll clears edits			
	Cycle A – Time and Attendance		Cycle B - Maintenance					
22	23	24	25	26	27	28		
	■ A – Reports ready by 10		★ A – Pay Day	■ B – Lockdown 2:00pm	■ B – Payroll clears edits			
	Cycle B – Time and Attendance		Cycle A - Maintenance					
29	30	31	November 1	2	3	4		
	■ B – Reports ready by 10							
	Cycle A – Time and Attendance							
	Cycle B - Maintenance							